

**INSTRUCTIONS FOR PART V - PROGRAM NARRATIVE**

**ALL APPLICANTS :**        **The narrative should address the six evaluation criteria contained in Section 2301.17 of the PTFP Rules.**

**There is a five (5) page limitation on your response to the first five (5) evaluation criteria (A-E listed below).**

If more extensive discussion of any point in the narrative is necessary, the main point should be made in the narrative and a reference in the narrative can be made to an Optional Exhibit.

### **CONSTRUCTION APPLICANTS: The narrative should**

1. Begin with an introduction which serves as an Executive Summary of the project and includes the project's location, area to be served, and the Priority (or other categories) described in Section 2301.4 of the PTFP Final Rules within which you wish the application to be considered.
  2. Contain a clearly labeled and thorough response to each of the following evaluation criteria. We suggest that the criteria be addressed in the following order (see 2301.17 for complete discussion of each evaluation criterion):
    - (A) Applicant Qualifications:** The applicant should identify itself and demonstrate its ability to complete the project; to operate and maintain the facility, and to provide services of professional quality.
    - (B) Project Objectives:** Clearly state the objectives of the project; indicate how the project fulfills the programmatic objective of the Priority selected; demonstrate that the applicant has the ability to successfully complete the project within the proposed project period; if relevant, justify a Federal share that is greater than the presumed Federal share for your type of project as presented in the PTFP Notice of Availability of Funds.
    - (C) Urgency:** Fully justify funding the proposed project during the current grant cycle.
    - (D) Technical Qualifications:** Discuss why the eligible equipment is necessary to complete the project objectives and why the proposed costs reflect the most efficient use of Federal funds. (A complete technical discussion and related documentation should be placed in Exhibit C.)
    - (E) Financial Qualifications:** The applicant should demonstrate its ability to raise non-Federal funds for the local match, ineligible other project costs and to ensure financial support for long term operation of the facility.
    - (F) Involvement of Women and Minorities:** Please see page 7(a) for further information on this criterion.  
*Discussion of this criterion is not subject to the five page limitation.*
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### **PLANNING APPLICANTS: The narrative should**

1. Address the same items listed in the Construction section above (substitute Planning Qualifications for Technical).
2. Demonstrate the need and urgency for the public telecommunication services in question, state the objectives of the project, and indicate how the proposed project fulfills one or more of the projects described in Section 2301.4 of the PTFP Final Rules.
3. Describe the current interests and purposes of your organizations and their relevance to the proposed planning.
4. Describe the potential resources of your community that could be mobilized to provide public telecommunications services and what efforts to date have been made to mobilize them, including all planning and needs assessments already accomplished.
5. Justify a local match of less than 25%, if requested.
6. Demonstrate that the applicant has the ability to successfully complete the project within the proposed project period.
7. Briefly describe what public telecommunications services are already available in the proposed project service area. Discuss the range of alternative technologies that might be pertinent to the proposed planning project.
8. As an attachment immediately following the Narrative, provide a **TIMELINE** and **STEP-BY-STEP PROCEDURE**. This should consist of a procedural design that includes the significant projected accomplishments of the planning effort, along with the dates by which each accomplishment is to be completed. (Examples of such project benchmarks might include the following: the hiring of project personnel; the achievement of organizational and funding targets; the submission of FCC applications (if required); and the submission of the final draft report and the completed final report.)